



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Accounting Technician
Class Code Number	2050

General Statement of Duties

Performs various payroll and general bookkeeping functions for an assigned City department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform various payroll and general bookkeeping functions for the assigned City department. The work is performed under the supervision and direction of the Finance Office Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs various administrative duties related to payroll, including auditing and recording time cards, verifying and balancing payroll, preparing accounts payable check run, and preparing various reports;
- Conducts accounts payable audit, including ensuring accuracy of information such as invoice accuracy and project codes, verifying discounts, and reviewing budget availability and performing overrides as needed;
- Manages contracts by maintaining complete and accurate files, auditing progress payments, and preparing appropriate correspondence;
- Performs various technical administrative support duties, including calculating rate of pay and vacation buyback and providing related documentation as needed;

- Provides information to vendors, departments, or the public over the phone and in person;
- Provides needed information and demonstrations concerning how to perform related work tasks to new employees in the same or similar class of positions;
- Assumes role and responsibilities of Finance Office Manager in his/her absence;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of rules, regulations, terminology, and processes related to the completion and processing of payroll and personnel documentation;
- Substantial knowledge of rules and regulations governing bids and contracts;
- Substantial knowledge of City and department operations, policies, and procedures;
- Substantial knowledge of clerical accounting, bookkeeping, and purchasing principles and practices;
- Substantial knowledge of financial office practices and procedures;
- Substantial knowledge of business English and arithmetic;
- Ability to analyze and resolve administrative problems related to the payroll and purchasing functions;
- Ability to perform detailed payroll and purchasing functions;
- Ability to audit purchasing documents for compliance with City regulations;
- Ability to administer contracts;
- Ability to oversee support staff in absence of the Finance Office Manager;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) clerical accounting, technical purchasing, and payroll experience.

Required Special Qualifications
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- May require a valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.